



Approved 2-15-12

**SCOTTSDALE PUBLIC LIBRARY BOARD  
MEETING MINUTES  
Civic Center Library  
January 18, 2012 - 3:00 p.m.**

**Members Present:** Paul J. Lison, Chair  
Doug Sydnor, Vice Chair  
Mary Wilber  
Mark Shimelonis  
Peggy Sharp-Chamberlain

**Absent:** Carol Padwe, Secretary, excused  
Joan Freund, excused

**Staff Present:** Carol Damaso, Interim Library Director  
Kathy Coster, Support Services Sr. Manager  
Aimee Fifarek, Library Technologies & Content Sr. Manager  
Cheryl Thomsen, Senior Management Analyst  
Killeen Sepulveda, Administrative Secretary  
Jennifer Pollock, Assistant City Attorney

**CALL TO ORDER**

Mr. Lison called the meeting to order at 3:00 PM.

**APPROVAL OF MINUTES**

Mr. Lison called for a motion to approve the Minutes of the November meeting.  
Mr. Sydnor so moved; Mr. Shimelonis seconded, and the motion passed 4-0, 1 abstained,  
(Peggy Sharp-Chamberlain).

**ROLES OF THE LIBRARY BOARD AND BYLAWS**

This was information only, reviewed on an annual basis. Assistant City Attorney Jennifer Pollock explained the recent ordinance change, which will affect the bylaws when it goes into effect. The change will require that bylaws be updated annually and will have stricter attendance guidelines.

**ELECTION OF LIBRARY BOARD OFFICERS FOR 2012**

Slate of Library Board officers for 2012 are as follows:

Doug Sydnor, Chair  
Mark Shimelonis, Vice Chair  
Carol Padwe, Secretary

Mrs. Sharp-Chamberlain moved to approve the election of the slate of officers for 2012; Mrs. Wilber seconded, and the motion passed 5-0.

**LIBRARY STAFF REPORTS OF CURRENT EVENTS (A.R.S. 38-431.02 (K))**  
***Monthly Statistical Report – Cheryl Thomsen***

	<u>November 2010</u>	<u>November 2011</u>	<u>% Change</u>
Physical Items Circulated	299,474	268,507	-9%
Attendance	132,154	115,897	-12%
Digital material Circulated	8065	15,512	+32%
WiFi Usage	4779	5391	+13%

  

	<u>December 2010</u>	<u>December 2011</u>	<u>% Change</u>
Physical Items Circulated	291,630	266,964	-10%
Attendance	123,805	113,412	-8%
Digital material Circulated	9877	16,721	+69%
WiFi Usage	4644	5067	+9%

In November 2011, the library held 267 Youth Programs with attendance of 5,028 youths. Seventy-eight (78) Adult Programs were held with 1,155 adults attending. Volunteers donated 3,179 hours to library services valued at \$59,378. In the Library Book Sale Special Revenue Account, November income from sales was \$14,673. Public access computers were used 39,864 times and 138,724 users accessed the library's website.

In December 2011, the library held 172 Youth Programs with attendance of 2,866 youths. Sixty-eight (68) Adult Programs were held with 742 adults attending. Volunteers donated 2,734 hours to library services valued at \$51,981. In the Library Book Sale Special Revenue Account, November income from sales was \$11,440. Public access computers were used 36,278 times and 141,745 users accessed the library's website.

**PUBLIC SERVICE ETHICS TRAINING FOR APPOINTED CITY OFFICIALS**

Board members viewed a presentation by the City Attorney's office on public service ethics for appointed city officials. Ethics training is required annually by Scottsdale Revised Code Section 2-48. Assistant City Attorney, Jennifer Pollock, responded to questions from the Board concerning the presentation, the City's Public Service Ethics Program and Code of Ethical Behavior.

***Library Interim Director's Report – Carol Damaso***

There is no new information about the recruitment for the Library Director; we will let the board know when there is an update.

Mrs. Damaso introduced Killeen Sepulveda, the new Administrative Secretary for the Library.

Mrs. Damaso thanked Paul Lison for his years of service to the Library by presenting him with Spontaneous Happiness, by Andrew Weil, which has been added to the collection.

Mrs. Damaso spoke about the State Centennial. She explained that the Library has many events planned throughout the year, and that some dates have not been finalized. The Arizona Republic will incorporate many historical photos from Scottsdale's digitized collection. Mrs. Damaso asked Ms. Fifarek to elaborate on the \$49,500 Centennial grant to fund the Community Collages Project.

Ms. Fifarek explained that, using grant money, the Library plans on developing an application for people to interact with our digitized objects, using Microsoft Surface Technology. This would be a tactile experience, creating a digital bulletin board/collage/scrapbook. The first collage would highlight the Parada Del Sol and would be located at Civic Center Library; however, it could travel to other locations. Ms. Fifarek sees this as a "wow factor" that would attract attention to our historical collection.

Mrs. Damaso mentioned the project "Snapshot" which is through the Arizona Library Association. This will take place on January 24<sup>th</sup> and will involve all the libraries gathering statistics, collecting comments, taking photos, etc. All this information will be sent to the Arizona Library Association, who will compile the data and provide a report on all the libraries that participated.

Civic Center Library's remodel is not complete. The concrete floor is cracked and the architectural team is exploring new materials, possibly a new type of underlayment that would have a 24 year warranty. The vendors for the furniture have been told to hold off on delivery until the floor is complete.

The audit on the current Palomino Inter-Governmental Agreement with Scottsdale Unified School District is currently underway. It should be complete within a few weeks and will then go to the Council Audit Committee (3 members).

All budget items for the library have been submitted for the 2012/2013 budget. There are two important dates coming up in the near future; a joint session of the Bond Commission and City Council on March 28<sup>th</sup>, and the City Council meeting, when the City Manager will release next year's budget, on April 3<sup>rd</sup>.

The Mustang Library branch manager, Lee Buckner, retired this month, and a new recruitment is currently open for the new branch manager. There will be interviews of both internal and external applicants.

***Customer Comment Report – Carol Damaso***

November 2011 and December 2011 customer comments were presented. Mrs. Wilber asked what else we can do to accommodate our customer's requests for DVD's. Ms. Fifarek responded that her team was investigating this further.

***Library Service Highlight– Aimee Fifarek***

Ms. Fifarek gave an overview of the new “book recommendation engine” called GIMME. It is a grant funded project with no operating costs and only one interface to update. It is designed to be a mobile web based application, providing customers with staff book recommendations and book reviews. Ms. Fifarek said there will be an annual review to discuss new categories. Ms. Fifarek also mentioned that this application has already been given an award, the OITP Cutting Edge Technology Award from the American Library Association.

**LIBRARY BOARD’S 2011 ANNUAL REPORT**

Mr. Sydnor moved to approve the 2011 Library Board annual report as amended by Mrs. Damaso; Mr. Shimelonis seconded and the motion passed 5-0.

**ANNOUNCEMENTS, ISSUES FOR FUTURE DISCUSSION**

Mr. Sydnor asked that the board discuss 1) the option of having three quarterly reports, and replacing the fourth with the Annual Report; 2) the rotation of the board meeting locations and whether or not to continue using branch libraries for meetings; and 3) the Palomino/IGA audit.

**OPEN CALL TO THE PUBLIC**

Ms. Denise Dowers thanked Mrs. Damaso for the renovation update. She also said thank you to Mr. Lison and stated that he has done a tremendous job.

Mrs. Louise Nemanich wanted to echo Ms. Dowers’ comments of appreciation about Mr. Lison and stated that he was a great mentor and asset to the board.

**ADJOURNMENT**

With no further business to discuss, being duly moved and seconded, the meeting was adjourned at 4:47 PM.

Respectfully submitted,

Killeen Sepulveda, Administrative Secretary